

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, DECEMBER 13, 2019

**APPROVED**

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**PRESENT:** Brad Harsell, Faculty, Campbell River  
Terri Bateman, Faculty, Comox Valley  
Tony Bellavia, Administration  
Alix Carrel, Faculty, Comox Valley  
Sara Child, Faculty, Port Hardy  
Molina Dawson, Student, Comox Valley  
Jennifer Fallis-Starhunter, Faculty, Campbell River, *Chair, Curriculum*  
Diana Fearn, Support Staff, Comox Valley  
Wilma Gus, Faculty, Port Alberni (ITV)  
Kathleen Haggith, Administration  
Kelly Johnsen, Faculty, Port Alberni  
Laura Kuehl, Student, Comox Valley  
Kathleen Kuhnert, Administration  
Judith Marriott, Faculty, Comox Valley, *Chair, Planning & Standards*  
Ali Mayboudi, Faculty, Comox Valley  
Brooke McIntosh, Support Staff, Campbell River  
Debbie Price, Student, Comox Valley  
Chris Scarlatti, Student, Comox Valley  
Kelly Shopland, Administration  
Nadine Simpson, Faculty, Comox Valley  
Patricia Trasolini, BOG Representative  
*Kara Foreman, Recording Secretary (RS)*

**REGRETS:** Heidi Deagle, Faculty, Comox Valley  
John Bowman, President (Ex-Officio)

**1. Declaration of Quorum**

B. Harsell declared quorum at 10:04am.

**2. Adoption of Agenda**

**Moved by K. Shopland/ Seconded by T. Bateman TO ADOPT THE AGENDA FOR DECEMBER 13, 2019 WITH AMENDMENT NOTED BELOW.**

T. Bellavia requested an amendment to remove Items 5.3.1-5.3.10. (See motion under those items.)

**MOTION CARRIED.**

**3. Review of Minutes of the Meeting**

**Moved by B. McIntosh/ Seconded by N. Simpson TO APPROVE THE MINUTES OF THE MEETING OF NOVEMBER 8, 2019.**

Approved as presented.

**MOTION CARRIED.**

**4. Business Arising**

Follow up on curricular item from EdCo meeting November 8, 2019 (*Ref: 5.3.26*)

**4.1 Program Revision – Mobile Application Development Certificate**

**Moved by T. Bateman / Seconded by C. Scarlatti TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

It was noted that the institution is currently having discussions around completion timelines.

**Required Revisions:**

*Program Requirements*

- Update all course codes to new DGL codes

- +Note; add “100 level or higher”
- Completion Requirements*
- Change “pass” to “must successfully complete”
  - Remove “of admission to the program”
- Admission Requirements*
- Change to “English First Peoples 12”

**MOTION CARRIED.**

**5. Committee Reports**

**5.1 Education Council Chair Update** – *Postponed to February 14, 2020*

**5.2 Planning and Standards Committee** – *Postponed to February 14, 2020*

**5.3 Fast Track Committee**

Minutes of November 2019

**Employment Transition**

- 5.3.1 New Program – Employment Transition/Grounds & Custodial Assistant Certificate
- 5.3.2 New Course – AGC 010 Workplace Safety & Health
- 5.3.3 New Course – AGC 020 Workplace Literacy for Grounds Maintenance & Custodians
- 5.3.4 Custodians
- 5.3.5 New Course – AGC 030 Numeracy Skills for Work
- 5.3.6 New Course – AGC 011 Customer Relations & Professionalism
- 5.3.7 New Course – AGC 012 Introduction to Grounds & Custodial Industries
- 5.3.8 New Course – AGC 013 Basic Grounds Maintenance & Horticulture
- 5.3.9 New Course – AGC 014 Custodial/Light Duty Cleaner
- 5.3.10 New Course – AGC 042 Career Exploration & Job Shadow
- New Course – AGC 044 Work Experience

**Moved by C. Scarlatti / Seconded by N. Simpson TO AMEND THE AGENDA AND POSTPONE APPROVAL OF THE NEW PROGRAM AND LISTED COURSES.**

***Discussion:***

T. Bellavia requested that approval of the program and its courses be postponed until after its first implementation, and following a review and subsequent revision.

**MOTION CARRIED.**

**5.4 Curriculum Committee**

Minutes of November 22, 2019

Minutes of November 29, 2019

**Business**

**5.4.1 Program Revision** – Business Administration Certificate

**Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

As noted below.

**Requested Revisions:**

***(on ALL relevant programs)***

*Program revision form*

- Update to reflect actual changes to calendar pages
- Specify different implementation dates for increase in Admission Requirements and other revisions

*Completion Requirements*

- Remove note on completion timeline

*Admission Requirements*

- #2; add “or assessment” after ESL 095
- Remove “strongly” from note on ENG 104 recommendation

**MOTION CARRIED.**

***Items 5.4.2 – 5.4.4 were taken together***

- 5.4.2 **Program Revision** – Business Administration Diploma, Accounting
- 5.4.3 **Program Revision** – Business Administration Diploma, General Management
- 5.4.4 **Program Revision** – Business Administration Diploma, Marketing

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

As noted below.

***Requested Revisions:***

***See changes on all relevant programs noted in 5.4.1 AND***

***Program Requirements (on 3 programs)***

- Coop students; change to “Completion of” before EMP 100 and replace “is” for “as”

**MOTION CARRIED.**

***Items 5.4.5 – 5.4.7 were taken together***

- 5.4.5 **Program Revision** – Bachelor of Business Administration, Accounting
- 5.4.6 **Program Revision** – Bachelor of Business Administration, General Management
- 5.4.7 **Program Revision** – Bachelor of Business Administration, Marketing

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

As noted below.

***Requested Revisions:***

***See changes on all relevant programs noted in 5.4.1 AND***

***(5.4.5)***

***Program Requirements; Year 4***

- Note on electives; change from six to five electives at 200 level

**MOTION CARRIED.**

***Items 5.4.8 – 5.4.10 were taken together***

- 5.4.8 **Program Revision** – Business Administration Post Degree Diploma – Accounting & Finance Option
- 5.4.9 **Program Revision** – Business Administration Post Degree Diploma – General Management Option
- 5.4.10 **Program Revision** – Business Administration Post Degree Diploma – Human Resource Management Option

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

As noted below.

***Requested Revisions:***

***See changes on all relevant programs noted in 5.4.1.***

**MOTION CARRIED.**

***Items 5.4.11 – 5.4.13 were taken together***

- 5.4.11 **Program Revision** – Business Administration Post Degree Diploma – International Management Option
- 5.4.12 **Program Revision** – Business Administration Post Degree Diploma – Marketing Option
- 5.4.13 **Program Revision** – Business Administration Post Degree Diploma – Pre-Professional Accountant

**Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Requested Revisions:**

**See changes on all relevant programs noted in 5.4.1 AND (5.4.13)**

*Program Requirements; Year 1*

- Remove BUS 500 from list of electives

*Year 2*

- Add BUS 500 to list
- Remove note on electives

**MOTION CARRIED.**

**5.4.14 Program Revision – Business Administration Post Degree Diploma – Global Business Management**

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Requested Revisions:**

**See changes on all relevant programs noted in 5.4.1 AND**

*Program Requirements*

*Year 2*

- Add BUS 500 to list
- Change to “1 management elective...” and remove BUS 500

**MOTION CARRIED.**

**5.4.15 Course Revision – BUS 500 Internship – Applied Business**

**Moved by J. Fallis Starhunter / Seconded by A. Carrell TO APPROVE THE COURSE REVISION WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Requested Revisions (RS):**

*# 15 Description*

- Remove “management” and remove dashes here, and in *Course Content*, and *Student Evaluation* (if not due to track changes)

*#19 Learning Outcomes*

- Change “should” to “will”

**MOTION CARRIED.**

**Interactive Media**

**5.4.16 Program Revision – Web Design Certificate**

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Requested Revisions: (RS)**

**(on ALL relevant programs)**

*Completion Requirements*

- Change “pass” to “must successfully complete”

- Add “required” courses
- Remove “of admission to the program”  
*Admission Requirements*
- SRO will update with omnibus changes

**MOTION CARRIED.**

***Items 5.4.17 – 5.4.18 were taken together***

**5.4.17 Program Revision – Communication Design Diploma**

**5.4.18 Program Revision – Web and Mobile Application Development Diploma**

**Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

As noted below.

**Requested Revisions: (RS)**

***See changes on all relevant programs noted in 5.4.16 AND (5.4.18) Year 2***

- Note on electives; insert “100 level or higher” after “any”

**MOTION CARRIED.**

**5.4.19 Program Revision – Advanced Communication and Interactive Design Diploma**

**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

As noted below.

**Requested Revisions: (RS)**

***See changes on all relevant programs noted in 5.4.16 AND Design & Development Streams; Year 3***

- Note on electives; insert “100 level or higher” after “any”

**MOTION CARRIED.**

**5.4.20 Course Revision – IMG 100 Introduction to PHP**

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE COURSE REVISION WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

Wherever relevant, SRO will update prerequisites to omnibus changes.

**Requested Revisions: (RS)**

***#20 Student Evaluation***

- Add a period and capitalize “No”

**MOTION CARRIED.**

**5.4.21 Course Revision – IMG 105 Communication Design I**

**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE REVISION WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

It was noted that all courses with increases to prerequisites will have notations on course revision forms stating that prerequisite changes only will be effective FA 2021.

**Requested Revisions: (RS)**

***#19 Learning Outcomes***

- Fix first line and numbering

**MOTION CARRIED.**

**5.4.22 Course Revision – IMG 110 HTML and CSS**

**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE REVISION WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Prerequisite update will be covered in SRO's omnibus

**Requested Revisions: (RS)**

*#18 Course Content*

- 4<sup>th</sup> bullet; remove “or the like”

**MOTION CARRIED.**

***Items 5.4.23 – 5.4.24 were taken together***

**5.4.23 Course Revision – IMG 111 Introduction to JavaScript**

**5.4.24 Course Revision – IMG 112 Typography**

**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE REVISIONS.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

***Items 5.4.25 – 5.4.26 were taken together***

**5.4.25 Course Revision – IMG 204 Introduction to Programming in Swift**

**5.4.26 Course Revision – IMG 208 Communication Design II**

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE COURSE REVISIONS.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

***Items 5.4.27 – 5.4.30 were taken together***

**5.4.27 Course Revision – IMG 209 User Experience and Interface Design**

**5.4.28 Course Revision – IMG 210 Content Management Systems**

**5.4.29 Course Revision – IMG 212 Advanced CSS**

**5.4.30 Course Revision – IMG 214 iOS Application Development**

**Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE COURSE REVISIONS WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Requested Revisions: (RS)**

***(5.4.27 – IMG 209)***

*#19 Learning Outcomes*

- #3; add semi colon

**MOTION CARRIED.**

***Items 5.4.31 – 5.4.33 were taken together***

**5.4.31 Course Revision – IMG 215 Android Application Programming**

**5.4.32 Course Revision – IMG 220 Introduction to Social Media**

**5.4.33 Course Revision – IMG 250 Applied JavaScript**

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE COURSE REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Requested Revisions: (RS)**

**(5.4.31 – IMG 215)**

**#19 Learning Outcomes**

- #1; remove comma after “use”
- #6; add semi colon

**MOTION CARRIED.**

- 5.4.34 Course Revision – IMG 270 Project Management for Digital Communications**  
**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE REVISION.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

- 5.4.35 Course Revision – IMG 290 Portfolio Project I**  
**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE REVISION WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Requested Revisions: (RS)**

**Prerequisites**

- “must have” instead of “have must”

**MOTION CARRIED.**

- 5.4.36 Course Revision – IMG 390 Portfolio Project II**  
**Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE COURSE REVISION.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

**Adult Basic Education**

***Items 5.4.37 – 5.4.38 were taken together***

- 5.4.37 Course Revision – MAT 033 Intermediate Mathematics I**  
**5.4.38 Course Revision – MAT 034 Intermediate Mathematics II**

**Moved by J. Fallis Starhunter / Seconded by A. Carrell TO APPROVE THE COURSE REVISIONS.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

*Noted on course revision form that prerequisite increases will be effective FA 2021.*

**MOTION CARRIED.**

- 5.4.39 Course Revision – MAT 055 Foundations of Mathematics**  
**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE REVISION.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

**Biology**

- 5.4.40 Course Revision – BIO 202 Principles of Genetics**  
**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE COURSE REVISION WITH NEW COURSE CODE ASSIGNED BY STUDENT RECORDS.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Changes submitted do not constitute a new course although the delivery format is changing to add a lab component. Department will get a new course code from Student Records Office and the course will be rearticulated.

**ACTION ITEM:**

Request clarification from department regarding:

#19 *Learning Outcome*; #2

“Mendel and his rules” (Is there more to Mendel than his rules?)

**No Revisions**

**MOTION CARRIED.**

**Early Childhood Education**

***Items 5.4.41 – 5.4.45 were taken together***

**5.4.41 Course Revision** – ECC 104 Developmental Journey

**5.4.42 Course Revision** – ECC 114 Partnerships – Part 1 – Child Guidance

**5.4.43 Course Revision** – ECC 124 The Learning Child – Part 1 – Play and Curriculum

**5.4.44 Course Revision** – ECC 140 Practice Experience 1

**5.4.45 Course Revision** – ECC 168 Health, Safety and Nutrition in Childcare Settings

**Moved by J. Fallis Starhunter / Seconded by D. Fearn TO APPROVE THE COURSE REVISIONS WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

**(5.4.45 – ECC 168)**

*#15 Description*

• **ACTION ITEM**

Request that department consult with Sara Child and Molina Dawson regarding language around “Indigenous approaches.”

**MOTION CARRIED.**

**Coastal Forest Technology**

**5.4.46 New Program** – Coastal Forest Technology Diploma

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE NEW PROGRAM WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*Program Learning Outcomes; #2*

- consult with Sara Child and Kelly Shopland regarding language to reflect drawing on local Indigenous protocols

*Other Comments*

- Change “entrance” to “enter”

**MOTION CARRIED.**

**5.4.47 New Course** – RFT 100 Introduction to Forestry

**Moved by J. Fallis Starhunter / Seconded by K. Shopland TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Requested Revisions:**

**(on ALL relevant courses)**

*#1 Course Developer*

- List names of developers (as appropriate on each course)



#16 Prerequisites

- Match these to CFW 100 – 108 (applies to all RFT equivalent courses)

**MOTION CARRIED.**

**5.4.48 New Course – RFT 101 Indigenous Lands and Culture**

**Moved by J. Fallis Starhunter / Seconded by K. Shopland TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Recommendation to department that all changes to RFT 101, 102, 103, 105, 106 and 107 CDWs should also be reflected in equivalent CFW courses in course revisions.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.47 AND*

#19 Learning Outcomes; #13

- consult with Aboriginal Education regarding language (e.g. Large Cultural Cedar)

#22 Instructor Qualifications

- consult with Aboriginal Education regarding appropriate language (e.g. qualified Indigenous person)

**MOTION CARRIED.**

**5.4.49 New Course – RFT 102 Forest Health and Safety**

**Moved by J. Fallis Starhunter / Seconded by A. Carrell TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.47*

**MOTION CARRIED.**

**5.4.50 New Course – RFT 103 Applied Technology and Data Management**

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.47 AND*

#10 Course Title

- Equivalent course CFW 103 uses “&”; change to match on PDW and RFT 103 CDW

**MOTION CARRIED.**

***Items 5.4.51 – 5.4.55 were taken together***

**5.4.51 New Course – RFT 104 Plant Identification and Classification**

**5.4.52 New Course – RFT 105 Coastal Harvesting Systems**

**5.4.53 New Course – RFT 106 Introduction to Timber Cruising**

**5.4.54 New Course – RFT 107 Workplace Readiness Skills**

**5.4.55 New Course – RFT 108 Principles of Forest Engineering**

**Moved by J. Fallis Starhunter / Seconded by J. Marriott TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.47*

**MOTION CARRIED.**

**Items 5.4.56 – 5.4.63 were taken together**

- 5.4.56 **New Course** – RFT 110 Technical Communications
- 5.4.57 **New Course** – RFT 111 Forest Soils and Geomorphology
- 5.4.58 **New Course** – RFT 112 Introduction to GIS
- 5.4.59 **New Course** – RFT 113 Technical Math for Forestry
- 5.4.60 **New Course** – RFT 114 Forest Hydrology and Riparian Management
- 5.4.61 **New Course** – RFT 115 Ecosystem Science
- 5.4.62 **New Course** – RFT 116 Forest Measurements and Sampling Techniques
- 5.4.63 **New Course** – RFT 117 Statistical Analysis for Forestry

**Moved by J. Fallis Starhunter / Seconded by D. Fearn TO APPROVE THE NEW COURSES WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Also noted below.

**Required Revisions:**

**(5.4.56 RFT 110)**

*#18 Course Content*

- Bullets 2, 3, & 5; consult for language on related Indigenous learning outcomes

*#22 Instructor Qualifications*

- Consider adding teaching experience in technical writing

**(5.4.58 RFT 112)**

*#16 Prerequisites*

- Confirm if RFT 103 and CFW 103 should be included

**(5.4.59 RFT 113)**

*#19 Learning Outcomes; #3*

- “angles” instead of “angels”

*#22 Instructor Qualifications*

- Confirm if teaching experience in math and technical writing should be included (RFT 110 & 113)

**MOTION CARRIED.**

**Items 5.4.64 – 5.4.65 were taken together**

- 5.4.64 **New Course** – RFT 200 Forest Health and Adaption
- 5.4.65 **New Course** – RFT 201 GIS and Remote Sensing

**Moved by J. Fallis Starhunter / Seconded by A. Carrell TO APPROVE THE NEW COURSES WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*#16 Prerequisites*

**(On all relevant 200 level courses)**

- Confirm if #1 (English) & #2 (Math) requirements should be included if covered in #3 (previous courses)

**(5.4.64 RFT 200)**

*#16 Prerequisites*

- #3; add “C in” before RFT 115 (if that is what is meant)
- Check other applicable courses

*#19 Learning Outcomes; #8*

- capitalize “Indigenous”

**MOTION CARRIED.**

- 5.4.66 **New Course** – RFT 202 Cultural Heritage Resource Management

**Moved by J. Fallis Starhunter / Seconded by S. Child TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.64/65 AND #18 Course Content & 19 Learning Outcomes (as in RFT 101)*

- Consult with Aboriginal Education to create alignment *Learning Outcomes*

- #3; confirm if this is complete sentence

- #11; clarify what is being contrasted

**MOTION CARRIED.**

***Items 5.4.67 – 5.4.69 were taken together***

5.4.67 New Course – RFT 203 Silviculture

5.4.68 New Course – RFT 204 Forest Engineering

5.4.69 New Course – RFT 205 Professional Communications and Protocols

Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE NEW COURSES WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.64/65 AND (5.4.68 RFT 204)*

*#19 Learning Outcomes; #17*

- clarify “with from”

**MOTION CARRIED.**

***Items 5.4.70 – 5.4.72 were taken together***

5.4.70 New Course – RFT 206 Forest Operations Planning

5.4.71 New Course – RFT 207 Wildlife Ecology

5.4.72 New Course – RFT 208 Sustainable Forest Management

Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE NEW COURSES WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.64/65 AND (5.4.71 RFT 207)*

*#18 Course Content*

- 6<sup>th</sup> bullet; reference the Act (SARA) or remove SAR

**MOTION CARRIED.**

***Items 5.4.73 – 5.4.77 were taken together***

5.4.73 New Course – RFT 209 Data Management and Analysis

5.4.74 New Course – RFT 210 Wildfire Ecology

5.4.75 New Course – RFT 211 Silvometrics

5.4.76 New Course – RFT 212 Advanced Forest Measurements and Sampling

5.4.77 New Course – RFT 213 Resource Road Design

Moved by J. Fallis Starhunter / Seconded by A. Carrell TO APPROVE THE NEW COURSES WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.64/65*

**MOTION CARRIED.**

**5.4.78 New Course – RFT 214 Applied Research Project**

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*See changes on all relevant courses noted in 5.4.64/65 AND*

*#16 Prerequisites*

- #3; list all courses RFT 100, 101,...108) and equivalencies (e.g. CFW 100, 101,...108)

**MOTION CARRIED.**

**Coastal Forest Worker**

**5.4.79 Program Revision – Coastal Forest Worker Certificate**

**Moved by J. Fallis Starhunter / Seconded by A. Carrell TO APPROVE THE PROGRAM REVISION.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

*Items 5.4.79a – 5.4.79b were taken together*

**5.4.79a Course Revision – CFW 100 Introduction to Forest Resource Management**

**5.4.79b Course Revision – CFW 104 Forest Ecology I**

**Moved by J. Fallis Starhunter / Seconded by J. Marriott TO APPROVE THE COURSE REVISIONS.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*#16 Prerequisites*

- Confirm match to RFT 100 & RFT 104

**MOTION CARRIED.**

**Trades Programs**

**5.4.80a Program Revisions – Multiple Trades Programs – Admission Requirements**

**Moved by J. Fallis Starhunter / Seconded by J. Marriott TO APPROVE THE PROGRAM REVISIONS.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

**5.4.80b Program Revisions – Multiple Trades Programs – Completion Requirements**

**Moved by J. Fallis Starhunter / Seconded by J. Marriott TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

- Missing 3 additional programs/similar exceptions
  - Aquaculture Certificate and Diploma (both with Pass/Fail courses and no industry certification)

- Coastal Forest Worker Certificate (has Pass/Fail course CFW 109)

**MOTION CARRIED.**

### **Metal Fabricator Foundation**

**5.4.81 Program Revision – Metal Fabricator Foundation Harmonized**

**Moved by J. Fallis Starhunter / Seconded by B. McIntosh TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions: (RS)**

*Program Requirements*

- Add FLO 010 Forklift Operator

*Admission Requirements*

- Fix numbering

**MOTION CARRIED.**

***Items 5.4.82 – 5.4.92 were taken together***

- 5.4.82 New Course – FFH 100 Safe Work Practices in Metal Fabrication**
- 5.4.83 New Course – FFH 101 Introduction to Trades Math for Metal Fabricators**
- 5.4.84 New Course – FFH 102 Tools and Equipment in Metal Fabrication**
- 5.4.85 New Course – FFH 103 Drawing Interpretation in Metal Fabrication**
- 5.4.86 New Course – FFH 104 Metal Fabrication Structural Drawings**
- 5.4.87 New Course – FFH 105 Pattern Development and Layout Techniques**
- 5.4.88 New Course – FFH 106 Materials Handling and Weight Calculations**
- 5.4.89 New Course – FFH 107 Welding Processes in Metal Fabrication**
- 5.4.90 New Course – FFH 108 Thermal Cutting Equipment and Processes**
- 5.4.91 New Course – FFH 109 Quality Control in Metal Fabrication**
- 5.4.92 New Course – FFH 110 Metal Fabrication of Components**

**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE NEW COURSES WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revision: (RS)**

**(5.4.84 FFH 102)**

*#15 Description*

- Insert “with” after “familiar”

**MOTION CARRIED.**

**5.4.93 Course Deactivations – FBR 100-111**

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE COURSE DEACTIVATIONS.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

### **Metal Fabricator Apprenticeship**

***Items 5.4.94 – 5.4.96 were taken together***

- 5.4.94 New Course – FBH 100 Metal Fabricator Apprenticeship Harmonized Level 1**
- 5.4.95 New Course – FBH 200 Metal Fabricator Apprenticeship Harmonized Level 2**
- 5.4.96 New Course – FBH 300 Metal Fabricator Apprenticeship Harmonized Level 3**

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE NEW COURSE WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions: (RS)**

**(5.4.96 FBH 300)**

#8 Course Equivalencies

- Confirm equivalency to any other course

**MOTION CARRIED.**

**Heavy Mechanical Foundation**

**5.4.97 Program Revision – Heavy Mechanical Foundation**

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE PROGRAM REVISION WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revision: (RS)**

*Program Requirements*

- HMC 133 make title consistent with CDW

**MOTION CARRIED.**

***Items 5.4.98 – 5.4.112 were taken together***

**5.4.98 New Course – HMC 130 Safe Work Practices in the Heavy Mechanical Trades**

**5.4.99 New Course – HMC 131 Occupational Skills in the Heavy Mechanical Trades**

**5.4.100 New Course – HMC 132 Frames and Suspension**

**5.4.101 New Course – HMC 133 Tools & Equipment in the Heavy Mechanical Trades**

**5.4.102 New Course – HMC 134 Electrical Applications**

**5.4.103 New Course – HMC 135 Powertrain**

**5.4.104 New Course – HMC 136 Welding in the Heavy Mechanical Trades**

**5.4.105 New Course – HMC 137 Heavy Mechanical Trades Equipment**

**5.4.106 New Course – HMC 138 Air Braking Systems**

**5.4.107 New Course – HMC 139 Hydraulics**

**5.4.108 New Course – HMC 140 Hydraulic Braking Systems**

**5.4.109 New Course – HMC 141 Engines and Supporting Systems**

**5.4.110 New Course – HMC 142 Electrical Fundamentals in the Heavy Mechanical Trades**

**5.4.111 New Course – HMC 143 Protective Structures and Air Conditioning**

**5.4.112 New Course – HMC 144 Steering and Wheel Systems**

**Moved by J. Fallis Starhunter / Seconded by J. Marriott TO APPROVE THE NEW COURSES WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revision: (RS)**

**(5.4.101 HMC 133)**

#10 Title

- Change “&” to “and”

**MOTION CARRIED.**

**5.4.113 Course Deactivations – HMC 100-123**

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE COURSE DEACTIVATIONS.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

## Joinery/Cabinetmaking Foundation

### 5.4.114 Program Revision – Joinery/Cabinetmaking Foundation

Moved by J. Fallis Starhunter / Seconded by K. Shopland TO APPROVE THE PROGRAM REVISION.

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

*Items 5.4.115 – 5.4.129 were taken together*

### 5.4.115 New Course – FJF 100 Safe Practices in Cabinetmaking/Joinery

### 5.4.116 New Course – FJF 101 Shop Drawings and Layouts

### 5.4.117 New Course – FJF 102 Material Selection

### 5.4.118 New Course – FJF 103 Hand Tools in Woodworking

### 5.4.119 New Course – FJF 104 Portable Power Tools in Woodworking

### 5.4.120 New Course – FJF 105 Stationary Woodworking Machines

### 5.4.121 New Course – FJF 106 Product Assembly

### 5.4.122 New Course – FJF 107 Wood Finishing – Surface Preparation

### 5.4.123 New Course – FJF 108 Furniture Design and Advanced Joinery Techniques

### 5.4.124 New Course – FJF 109 Marine Joinery

### 5.4.125 New Course – FJF 110 Woodshop Business Operations

### 5.4.126 New Course – FJF 111 Computer Aided Design and Drafting

### 5.4.127 New Course – FJF 112 Advanced Stationary Woodworking Machines

### 5.4.128 New Course – FJF 113 Kitchen Cabinets, Casework and Millwork

### 5.4.129 New Course – FJF 114 Wood Finishing – Hand and Spray

Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE NEW COURSES WITH AMENDMENT AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

*Discussion:*

As noted below.

**Required Revisions: (RS)**

**(5.4.120 FJF 105)**

#19 Learning Outcomes; #5

- Fix numbering sequence

**MOTION CARRIED.**

### 5.4.130 Course Deactivations – JNY 100 – 145 and WJC 100 – 150

Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE COURSE DEACTIVATIONS.

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

## Cabinetmaker Apprenticeship

### 5.4.131 New Course – JNA 200 Cabinetmaker (Joiner) Apprenticeship Level 2

Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE NEW COURSE.

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

## Carpentry Foundation

### 5.4.132 Program Revision – Carpentry Foundation Harmonized Certificate

Moved by J. Fallis Starhunter / Seconded by K. Shopland TO APPROVE THE PROGRAM REVISION.

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

*Items 5.4.133 – 5.4.143 were taken together*

- 5.4.133 **New Course** – CFH 110 Safe Work Practices for Carpentry
- 5.4.134 **New Course** – CFH 111 Occupational Skills for Carpentry
- 5.4.135 **New Course** – CFH 112 Power Tools for Carpentry
- 5.4.136 **New Course** – CFH 113 Construction Drawings and Specifications for Carpentry
- 5.4.137 **New Course** – CFH 114 Hand Tools for Carpentry
- 5.4.138 **New Course** – CFH 115 Survey Instruments and Site Layout
- 5.4.139 **New Course** – CFH 116 Select and Build Concrete Forms
- 5.4.140 **New Course** – CFH 117 Building with Wood Systems
- 5.4.141 **New Course** – CFH 118 Access, Rigging and Hoisting Equipment
- 5.4.142 **New Course** – CFH 119 Concrete Composition
- 5.4.143 **New Course** – CFH 120 Wood Structures

**Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE NEW COURSES WITH AMENDMENT AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions: (RS)**

**(5.4.137 CFH 114)**

*#19 Learning Outcomes; #4*

- Correct spelling of “demonstrate”

**MOTION CARRIED.**

- 5.4.144 **Course Deactivations** – CFH 100-109

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE COURSE DEACTIVATIONS.**

**EFFECTIVE/START DATE: FA 2020**

**No Revisions**

**MOTION CARRIED.**

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- 6. **New Business - None**
  - 7. **For Information Only – None**
  - 8. **Meeting Evaluation – Roundtable Discussion**  
No meeting evaluation.
  - 9. **Next Meeting – February 14, 2020**
  - 10. **ADJOURNED AT 3:53pm**